



CITY OF HOUSTON

Job Posting

	<div><div>CORRECTION</div><div>CORRECTION</div><div>CORRECTION</div></div>
1	<div>Applications accepted from: ALL PERSONS INTERESTED</div>
2	<div>Job Classification FINANCIAL ANALYST II</div>
3	<div>Posting Number PN# 109223</div>
4	<div>Department PUBLIC WORKS AND ENGINEERING</div>
5	<div>Division Resource Management Division</div>
6	<div>Section Financial Management Branch/Capital Projects</div>
7	<div>Reporting Location 611 Walker, 24th Floor</div>
8	<div>Workdays & Hours M - F, 8:00 a.m. – 5:00 p.m.*</div>
	<div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES</div><div>Performs technical work of average complexity involving analysis of financial statements and reports, preparation of work papers, schedules, graphs, charts and reports. Develops interpretations and provides recommendations to management. Assist department representatives in the implementation of new financial programs and procedures as it relates to project and interdepartmental accounting. Analyzes financial statements and reports on project and interdepartmental accounting activities. Compiles financial data and prepares work papers schedules, graphs and charts on project and interdepartmental costs and revenues. Prepares interpretations of analysis and submits recommendations on project and interdepartmental accounting activities. Assists in the design and development of financial policies and procedures for interdepartmental costs and revenues. Advises department accounting staff in developing and strengthening their interdepartmental financial and accounting capacities. Advise department representatives in the review and evaluation of selected financial reports on projects and interdepartmental activities. Performs other duties and special projects as requested.</div></div>
10	<div><div>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</div><div>Position is physically comfortable.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Two (2) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for the above experience requirement.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will be given to applicants proficient in Microsoft Office Access software.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div>Yes</div><div>No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 18</div><div><div>\$1,042 - \$1,919 Biweekly</div><div>\$27,092 - \$49,894 Annually</div></div></div></div>
18	<div><div>OPENING DATE</div><div>March 01, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>OPEN UNTIL FILLED</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.</div></div>
	<div>An equal opportunity employer</div>